



Change Implementation Checklist

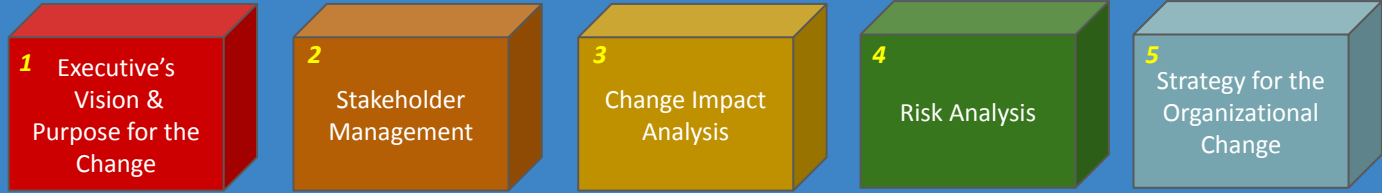
Soundstep Consulting Services' Organizational Change Management Framework (OCMF-13) for Major Transformation Programs

Simplicity and Clarity

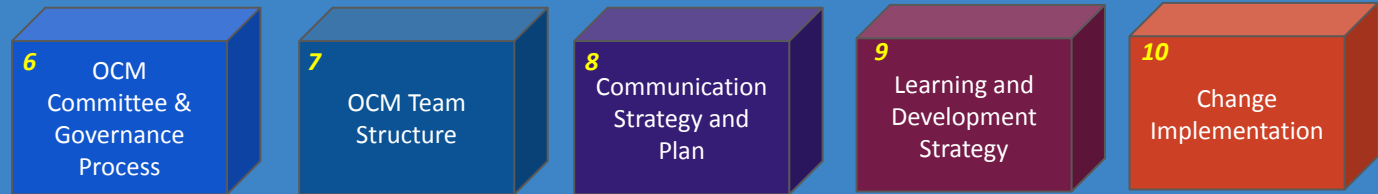


The 13 Components of the SoundStep Consulting Services' Organizational Change Management Framework (OCMF-13)

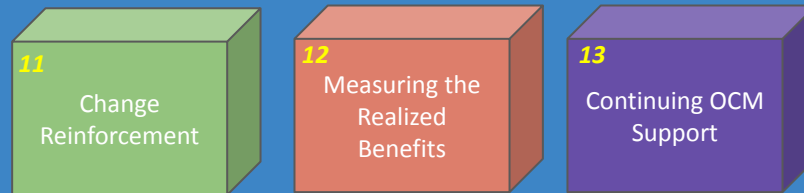
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Change Implementation Checklist

Purpose: Implement the Organizational Changes required for the Program to be successful and with minimum to zero interruptions to the ongoing business across the company and the departments impacted by the Program and the Organizational Changes.

Activities: The OCM Team, in partnership with the Program Team, and the department leaders and managers impacted by the organizational changes will implement the OCM Strategy and Plans agreed to and approved by the Stakeholders involved. The Outputs from Framework Dimensions # 1 thru #9 of the Soundstep Consulting Services' Organizational Change Management Framework (OCMF-13) will be put into action.

The following is a high-level summary of the Change Implementation process:

1. Communicate the Executive's Vision and Purpose for the Change.
2. OCM Stakeholders' will assume their roles and oversee the execution of the OCM Strategy and Plans .
3. The OCM Committee will commence their activities and governance process and meetings, and oversee the activities and outputs of the OCM team which includes overseeing the Change Impact, the Risk Analysis, and the execution of the Strategy for Organization Change and Plans (aka OCM Strategy and Plans).
4. The OCM Team and the Change Agents will assume their roles and carry out their responsibilities which begins with executing the Communicating the OCM Strategy and Plans to all impacted department leaders, managers, and employees (in partnership with the Stakeholders, HR professionals and Workers' Councils' representatives)
5. The OCM Team and Change Agents will carry out their Learning and Development Strategy and Plans, and all other OCM activities including Measuring Benefits Realized as the Program and OCM progresses, providing Change Reinforcement workshops, and Continuing OCM Support.
6. The OCM Team Leader will provide progress reports to the OCM Committee until the OCM implementation ends.



Simplicity and Clarity



Thank You!

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